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Employment Security Department
Unemployment Insurance Division - UI Tax Administration

BULK FILING (ICESA) GUIDELINES
April, 2008

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Thank you for considering the bulk filing format for submitting your UI quarterly reports. The bulk filing method (formerly referred to as ICESA Washington Reporting) is designed for employers or their agents who report for a large number of clients and submit those reports in a single file.

As with other filing methods, you may be **subject to penalties** for filing an incomplete quarterly report or filing a report in the wrong format. Format specifications are available online at www.efile.go2ui.com.

Contact Information

For questions about filing your report using the ICESA format or the submittal process, visit www.efile.go2ui.com; e-mail UIFTSupport@esd.wa.gov or call 800-565-4660.

For other tax information, visit www.esd.wa.gov; contact your district tax office or call the Employer Accounts Unit at 360-902-9650.

Employer Account Management Services (EAMS)

EAMS is a "one-stop" system of online tools that employers can use to access and manage their tax account with Employment Security.

There are several services available in EAMS that may be of particular interest to bulk filers:

- Bulk file upload (ICESA) – You can upload a test or production file and receive instant validation results and confirmation.

- Amended quarterly report – You can amend a previously filed quarterly report online.

- Pay taxes – Pay taxes online, either for a single account or a combined payment for multiple accounts.

- Check tax rates – Check the tax rate for a single account or for all the accounts you manage if you file for multiple accounts.

Submitting Data

Bulk file upload – This is the best option for submitting both production and test files. To access this service, you must login to the Employer Account Management Services using http://secureaccess.wa.gov/.

Format specification are available online at www.efile.go2ui.com. All employer (E Records) and employee wage (S Records) errors must be corrected prior to successful submission. The system will calculate tax totals (T Records). You may accept our calculations or correct your file prior to successful submission.

Other options - If you require an alternative submission method, call us at 800-565-4660 to find the submission method that works best for you.

Making Payments

Pay online – This is the best option for paying your taxes. To access this service, you must login to the Employer Account Management Services using http://secureaccess.wa.gov/.

To make combined payment for multiple accounts, you must first have successfully uploaded a file using bulk file upload and received a confirmation number.

Pay by check – Follow the instructions below to submit payment by check.

The paper remittance listing(s), labeled "**ICESA WASHINGTON REPORTING**," will list the nine-digit ES reference number, amount remitted, check number, federal ID number, Unified Business Identifier (UBI) and business name, in the order shown below.

1. Remittance listings will have a maximum of 50 accounts per page and each page will include a total for that page.

ICESA WASHINGTON REPORTING Remittance Listing					
ES Reference Number	**Amount Remitted**	**Check Number**	**Federal ID Number**	**UBI Number**	**Business Name**

2.   Include information for one account (nine-digit ES reference number) per line.

3.   Submit a separate check for each account with the ES reference number for that payment listed in the memo field. The amount of the check **must** equal the Total payment due and Amount remitted fields listed in the T Record (see bulk filing format specifications for details).

4. Put the checks in the same order as the remittance-listing page.

5. Mail each remittance-listing page, with the corresponding checks to:

> Employment Security Department
> PO Box 34467
> Seattle, WA 98124-1467

Priority mail only may be sent to:

> Employment Security Department
> 221 Minor Avenue North
> Seattle, WA 98109